

**DEFENSE DISTRIBUTION SUSQUEHANNA PENNSYLVANIA
(DDSP)
NONAPPROPRIATED FUNDS DIVISION
ATTN: GLENDA B. FRAZIER
2001 MISSION DRIVE, SUITE 1, (BLDG. 400)
NEW CUMBERLAND, PA 17070-5002
(717) 770-8010/DSN 977-8010**

VACANCY ANNOUNCEMENTS

ANNOUNCEMENT NUMBER: NAF-03-010

TITLE: Clerk, NF 0303-002

OPENING

DATE: 1 July 2003

Flexible Scheduled (guaranteed 30 hours a week)

CLOSING

DATE: 1st cut off 8 July

or until filled

LOCATION: Financial Management, DDSP (QOL)
\$8.50 Per Hour

SALARY:

*******This position is being announced again. If you have already submitted an application/resume you do not need to resubmit a new one.*******

MAJOR DUTY DESCRIPTION: Performs a variety of administrative and clerical functions in support of the activity to which assigned. Receives and reviews incoming documents for completeness. In-puts Time & Attendance. Resolves payroll issues. Ensure all payroll documents are sent out to all MWR activities in a timely manner. Tracks and coordinates actions. Sets up and maintains office files. Responds to customer inquiries and complaints providing general information and assistance concerning office function established procedures, etc. May perform a variety of complex typing.

QUALIFICATION REQUIREMENTS: Six months of progressively responsible clerical experience. Applicant must be a qualified typist and type forty (40) words per minute. Must be able to communicate in English, orally and in writing.

ELIGIBILITY AND AREA OF CONSIDERATION: Applicants who apply and who are determined to meet qualification requirements. Applications will be accepted from current Nonappropriated Fund employees serviced by this office. In the absence of sufficient well-qualified candidates from this source, applications (DA Form 3433) will be given consideration from former DA Nonappropriated Fund employees, eligibles from other Nonappropriated Fund activities and to applicants not employed by a Nonappropriated Fund.

EMPLOYMENT PREFERENCE: (1) **Military Spouses:** Spouse Employment Preference (SEP) will be given to eligible spouses of active duty military members, to include National Guard, and Reservist and Coast Guard on active duty. To be eligible for SEP, applicant must submit a signed statement requesting spousal preference and a **copy of the sponsor's PCS orders with the application for a position.** Refusal by the spouse to participate in established recruitment procedures (i.e., interview, KSA's where required, etc.) is considered a declination of employment and is basis for termination of SEP entitlement for the current PCS of the sponsor. (2) **Involuntarily Separated Military Members:** Preference will be given to eligible members of the Armed Forces and their Families members, who were involuntary separated under other than adverse conditions. To be eligible for ISM, applicants must submit a copy of DD Form 214 or DD Form 1173 for Family members, or a copy of official letters from Department of the Army indicating eligibility. (3) **Current and Former Nonappropriated Fund Employees.** (4) **Outside Applicants, Veterans.** (5) **Outside Applicants, Non-Veterans.**

EVALUATION METHODS: Candidates will be rated and/or ranked based on recency and relatedness of experience, appraisals and past performance by current supervisor, if available, special recognition and awards pertinent to the position applied for, self development and training directly related to the duties of the position to be filled.

HOW TO APPLY: Submit DA Form 3433 (NAF Application) ONLY. In keeping with the objective expressed by the Department of the Army (AR 215-3) to select the best qualified candidates available, management reserves the right to fill vacancies by the following methods: Reassignments, promotion, transfer, reinstatement of new appointments. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

BACKGROUND CHECKS: Installation Records Checks (ICR) are required for all positions. All background checks are a condition of employment for all employees.

PHYSICALS: Employment is contingent upon successful completion of a physical.

EQUAL OPPORTUNITY: Defense Logistics Agency Nonappropriated Funds are Equal Opportunity Employers.

REASONABLE ACCOMMODATION: Defense Logistics Agency Nonappropriated Funds provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing NAF civilian personnel unit. Requests for reasonable accommodation are made on a case by case basis.

WHISTLEBLOWER PROTECTION: Applicants for employment are protected from reprisal in making protected disclosures.

Mail Applications to: NAF Personnel 2001 Mission Drive, Bldg 400 New Cumberland, PA 17070